

**BOARD OF LIBRARY TRUSTEES**

Neal DeChillo – Chair, Johannah Morgen – Vice Chair/Treasurer, Debbie Friedlander – Secretary

The Trustees of the Swampscott Public Library will hold a meeting on Monday, September 16, 2024 at 5:30PM. The meeting will be held in the Director’s office of the Library, 61 Burrill St, Swampscott, MA.

Attendees: Neal DeChillo, Johannah Morgen, Debbie Friedlander, Jonathan Nicols

**MINUTES – SEPTEMBER 16, 2024**

1. Call to Order: 5:30PM Meeting called to order
2. Approval of Minutes: tabled
3. Director’s Report: Financial report completed for the second half of the ARAS report. Neal DeChillo signed. Library in full compliance therefore will get state aid/package. Late October/November and again in March/April monies should be allocated. Re: Johanna Morgen, Trustee Treasurer: Thom Millett, CPA with Millet, Raffety Attorney, does the tax reporting on the Trustee fund. Taxes on the trustee monies have been paid. She still needs to notify Merrill Lynch to add her name to our account. Jonathan has his first NOBLE procurement committee meeting. Set the budget for the library consortium. Though the cost of NOBLE is high, NOBLE has been the sole contract bidder. Did provide Kathy, head of NOBLE monies in their budget for the NOBLE database analyst.
	1. Director’s Activities:
	2. Department and Staffing News: Hire a new Saturday on-call position (no longer called temps). This position is just for the next 38 weeks working on Saturdays. 6 hours every week. Contract employees. Guaranteed 36-38 weeks depending upon the year. September through May. Matthew Waring started last Saturday training in circulation. Next Saturday he’ll be trained in Children’s.
	3. Other News and Updates: the study pod doors have been on order from Sweden.
4. Old Business
	1. Renovations Update: Waiting on proposal numbers from Ray, which have now been submitted. Max has a copy as well. Jonathan is proposing to meet with Max to set Jonathan believes there is a $100,000 in capitol monies from 2023 which would allow payment for Ray’s proposal total fee: $75,000 – Front Entry Renovations Scope of Work – this would get us plans which can allows us to go out to bid. Ray believes the work can be done $300,000 - $400,000. Rear entry including ramp will be much more expensive than originally thought. Now would like to design/build a new children’s entrance. Therefore, plans would need to do which could cost $10,000-$15,000 additionally to Ray’s proposal. Still need new data lines throughout the library. One in the children’s room and want to put in several large digital displays. No power lines – no outlets. And a few more bits and bobs in the children’s room. Had the electrician back to provide a quote for this additional work including a custom wall mount for the Maker’s Space. The quote is $2,950.00. Jonathan is asking the Trustees for the monies to have this paid. Trustees voted unanimously to pay for this work.
	2. Project and Grant Updates: Grant cycle ends this month. With only $200 more to spend, the final condition of the grant will be to write a narrative to explain the outcomes.
	3. Goals for FY25: Requested Susan produce a “dream” schedule providing the coverage for library needs. The process highlighted the library remains short staffed, for which adjustments in staff responsibilities will be needed. Planning on executing these changes in the new year beginning January 2025. Library staff will be notified in November of this year of any changes, providing employees two months to prepare. With the addition of counters, the library now has hard data an average of 250 people enter the library per day. Over half of them proceed directly to the Children’s Room. This data can be shared with library union membership to use in their negotiations. For instance, to possibly advocate for additional staff.
5. New Business
	1. Annual Report: As Neal mentioned, he reviewed his copy, from the last fiscal year, making a few edits. Will send copies to Johanna and Debbie.
	2. Reservation Policy – Revisit: Jonathan continues to run into issues with SKEDDA, the online reservation system. On the plus side the payment issue has been resolved by having patrons pay in advance. While the town was supposed to migrate to SKEDDA as a whole, it’s been found out the library is the only entity using the system. The way that SKEDDA is designed it doesn’t allow the institution to deny or approve a request for a space/room/pod reservation. Jonathan has gotten the Town’s approval for the library to receive the online submissions to reserve room(s). Doing so isn’t a guarantee to by the person making the request. It has to be approved by library staff, who will then enter it. Patty, from the Swampscott Lion’s Club, a non-profit often wishes to book multiple meetings per month. She has been told she can only reserve a room once a month to be in
	3. Railings: Considering putting up railings on the Children’s Room entrance. Trustee discussion ensued with questions regarding estimated cost versus the possible of design/build of a brand new one.

Miscellany & Adjournment:

Meeting adjourned: 6:42PM

**UPCOMING MEETINGS:**

October 7th

November 4th

December 2nd